Grade Center Categories
(Audience: Instructors)

Grade Center Categories are used to organize Grade Center data. Categories can be used in smart views, calculated grade columns, and when generating reports.

1) Navigate to the Grade Center from within the course site.

2) Click <Manage> and select Categories.
3) Click <Create Category>.

4) Enter a Name (required) and Description (optional).

5) Click <Submit>.

6) Associate a Grade Center column with a category by clicking on the down-arrow menu button and selecting Edit Column Information.
7) Under the **Column Information** header, select a **Category** from the drop-down list.

    Category: No Category

8) Click **<Submit>**.